



King County

Department of Community and Human Services

Developmental Disabilities Division

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www.kingcounty.gov/ddd/

NOTICE OF REQUEST FOR PROPOSALS

July 19, 2010

The King County Developmental Disabilities Division (KCDDD) is issuing a Request for Proposals inviting interested applicants capable of providing assistance in the form of staff support to Rotary District 5030 in implementing their Partners for Work Project. The attached package includes general information, instructions required for submittal, and responsibilities of the selected agency.

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KING COUNTY DEVELOPMENTAL DISABILITIES DIVISION REQUEST FOR PROPOSALS

I. APPLICATION PREPARATION

Application Content Requirements

1. Sealed applications shall contain all required attachments and information and be submitted to KCDDD no later than the date, time, and place specified for receipt.
2. The application shall contain the following items:
 - a. RFP Cover Sheet (Attachment A)
 - b. Business Qualifications for Providing Service (Attachment B)
3. One original and five copies of the application and attachments shall be submitted to the address identified in Attachment A. Faxed or emailed applications will not be accepted.

Application Signature

The RFP Cover Sheet shall be signed by an authorized representative of the agency.

Cost of Applications

1. There are no start-up funds available to any agency.
2. The KCDDD will not reimburse for any costs associated with preparing and/or presenting this application. All costs are the sole responsibility of the agency.

Unacceptable Applications

1. The KCDDD reserves the right to reject any application for any reason including, but not limited to:
 - a. Applications which are incomplete, obscure, irregular or lacking necessary detail and specificity;
 - b. Any application that contains incorrect, misleading, or false information;
 - c. Any application from an agency that (in the sole judgment of KCDDD) lacks the minimum qualifications or responsibility necessary to perform the contracted work or meet the requirements for contracting with the County.
2. In consideration for the KCDDD's review and evaluation of its application, the agency waives and releases any claims against the County arising from any rejection of any or all applications.

Late Applications

Application, modifications of applications, received at KCDDD after the exact date and hour specified for receipt will not be considered.

Cancellation of RFP or Postponement of RFP Opening

The KCDDD reserves the right to cancel this RFP at any time. The KCDDD may change the date and time for submitting applications prior to the date and time established for submittal.

Public Disclosure

Washington State Public Records Act (Revised Code of Washington 42.56) requires public agencies in Washington to make public records available for inspection and copying unless they fall within the specified exemptions contained in the ACT, or are otherwise privileged.

If the applicant considers any portion of his/her submittal to be protected under the law, the applicant shall clearly identify on the pages(s) affected such words as "CONFIDENTIAL", "PROPRIETARY", or "BUSINESS SECRET". If a request is made for disclosure, the County will determine whether the material should be made available under the law. If the material is not exempt from public disclosure law, the County will notify the applicant of the request and allow the applicant 10 days to take whatever action it deems necessary to protect its interests. If the applicant fails or neglects to take such action within said period, the County will release that portion of the application deemed subject to disclosure. By submitting qualifications, the applicant assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure.

Questions and Interpretation of the RFP

No oral interpretations of the RFP will be made to any applicant. All questions must be submitted in writing to KCDDD no later than July 29, 2010. Oral explanations or instructions are not binding. Any information modifying the RFP will be furnished to all applicants by addendum.

Addendum

In the event it becomes necessary to revise any part of this RFP, an addendum shall be created and posted at the KCDDD website at <http://www.kingcounty.gov/healthservices/DDD.aspx>. The addendum will also be conveyed to those potential agencies providing an accurate email address. If desired, a hard copy of any addendum may be provided upon request. It is the applicant's responsibility to check the website periodically for any addendums.

Schedule (dates may be tentative and subject to change)

Day/Month/Year	Event
07/19/2010	RFP released to public
07/29/2010, 5 p.m.	Last day to submit written questions
08/10/2010, 2 p.m.	Applications due
08/13/2010	Begin evaluation of applications
08/20/2010	Notification to applicants
09/01/2010	Execute contract

II. APPLICATION EVALUATION AND SELECTION

Application Evaluation

The KCDDD will evaluate applications using the minimum criteria as set forth in this RFP. The KCDDD may request additional business and administrative information to determine the agency's ability to meet the terms and condition of the RFP.

Onsite Visits

When deemed advisable, and before any new contract is awarded, KCDDD reserves the right to arrange an onsite, pre-award review to determine the agency's ability to meet the terms and conditions of the RFP.

Additional Contract Terms and Conditions

The KCDDD may introduce stipulations, additional terms and/or conditions as deemed necessary prior to the actual awarding of a contract.

Issuance of Contracts

Determination that an agency is successful in meeting the minimum requirements of this RFP does not constitute a commitment by KCDDD to contract with the successful agency.

Protests and Appeals

King County has a process for receiving protests based upon the RFP or contract awards. The protest procedures are available on the County Procurement site at <http://www.kingcounty.gov/operations/procurement/FAQ/Suppliers.aspx>.

1. Protests shall be filed with the KCDDD Director.
2. Appeals shall be filed with the DCHS Director.

III. CONTRACTED AGENCY REQUIREMENTS

The agency shall be able to meet all requirements in the King County Standard Contract.

- A. The agency shall, prior to entering into a contract with KCDDD, meet full equal benefits and insurance coverage requirements as outlined in the standard contract. Requests for waivers for insurance requirements or reduction in limits will not be considered by KCDDD and will disqualify the agency's application.
- B. Newly contracted agencies shall submit to a desk audit and site review conducted by KCDDD a minimum of one time during the first year of contracting.

IV. GENERAL INFORMATION

Background

Since July of 2005, the KCDDD has been delivering services to adults with developmental disabilities under the State of Washington's Working Age Adult Policy. This policy states that all adults ages 22 through the age of 62 who are seeking services through KCDDD must first try seeking community-based employment. Currently, KCDDD contracts with 28 adult employment providers to serve approximately 1,825 individuals. Each year there are approximately 150 young adults exiting the school system who enter adult services. Most of these individuals are seeking employment services from KCDDD and its provider network. In order to better meet the ever growing demand for integrated, community-based employment, KCDDD is looking to strengthen partnerships with school districts to better improve post educational outcomes in the area of employment, and to reach out to the greater business community to partner in expanding employment opportunities for young adults with developmental disabilities. This Request for Proposals (RFP) is one approach to furthering partnerships with businesses.

Goal

The primary goal of this RFP is to generate job opportunities for persons with developmental disabilities through the direct involvement of local clubs of Rotary District 5030.

Target Population

Adults (21 and older) with a developmental disability who are seeking employment.

V. INTENT

The KCDDD intends to contract with one organization to implement the purpose of this RFP. All services and opportunities generated through the efforts of this solicitation shall be available on a countywide basis to eligible individuals of the Washington State Division of Developmental Disabilities.

Services

The county is seeking proposals for the following:

An organization who will partner with Rotary District 5030 to promote the district project "Partners for Work" to all 55 member clubs, especially those that reside within King County. This will entail becoming a member of an appropriate club and making presentations throughout King County to clubs about the Partners for Work District Project. Presentations will lead to obtaining commitments from clubs to participate in the project, which will lead to employment opportunities for individuals with developmental disabilities.

Values

All efforts will be consistent with the following values:

1. All employment opportunities generated through these efforts will be meaningful, integrated, genuine jobs that are appropriate to the individual with a developmental disability.
2. All employment opportunities will be a minimum of 25 hours per week and pay commensurate to others doing the same or similar work.
3. Presentations will be respectful of individuals with developmental disabilities using People First language in all instances.
4. The selected agent will subscribe to the philosophy that all individuals, regardless of their disability, should have the opportunity to work.
5. The selected agent will promote the concept of natural supports on the job.
6. All services will be individualized to the specific needs of eligible participants.

VI. DESCRIPTION OF WORK

A dedicated staff position will work directly with the Rotary District 5030 Partners for Work Project steering committee to promote the project. The intent of the project is to build awareness throughout the membership of all the clubs within District 5030 or the developmental disabilities community and the contribution individuals with

developmental disabilities can make to the workforce. After building this awareness, the project staff will work with individual members who express an interest in possibly hiring a person with a developmental disability to develop an appropriate, meaningful job; recruit appropriate individuals to apply for positions; ensure that necessary job supports, including initial job training, are in place; work with the business to understand the concept of natural supports in supporting the individual with developmental disabilities; make connections and arrange for provider network support to the individual; and, continually follow up with the hiring entity through personal contact and attendance at regularly scheduled club meetings.

In addition to the primary function of developing job opportunities for individuals, the staff will help individual clubs develop internship and training opportunities for young adults with developmental disabilities. These opportunities may involve direct work experiences or other activities that help better prepare individuals for employment, such as “mock” interviews or resume building. The county is especially interested in developing opportunities for young adults who will be exiting the school system in the near future.

Eligibility Criteria

Any adult 21 years or age or older who is a registered client of the State Division of Developmental Disabilities who:

- Resides in King County
- Agrees to participate

The following individuals may also be eligible as long as they meet the above criteria of eligibility and residency:

- Individuals of a younger age enrolled in school and participating in a transition program.
- Individuals 18 years of age or older who graduated from their high school and are not participating in extended schooling through age 21.

VII. PROPOSER QUALIFICATIONS

Each proposal must follow the outline and instructions as described in the Proposal Requirements. Each proposer must describe how they meet the following minimum qualifications in their response to the RFP:

1. Proposer must have the ability to contract with King County for service delivery. It is not necessary to have a current or existing contract.
2. Proposer must be able to submit data electronically to KCDDD.
3. Proposer must be able to demonstrate fiscal management that ensures appropriate accounting principles and ability to manage public funds in accordance with the purpose in which they are allocated.

4. Proposer will not be a direct provider of Individual Employment, Person to Person Services, or Group Employment Services.

VIII. FUNDING

The project request for King County funds shall not exceed \$100,000 annually. The county funding for this project shall not extend beyond three years, with no guarantee beyond the first year. It is expected that the successful bidder will attempt to explore other avenues of funding to reduce the cost to the County. Contract amounts entered into as result of this RFP will be negotiated with the successful proposer. In no case shall the amount exceed the maximum stated above.

IX. OVERALL PROPOSAL REQUIREMENTS

Proposal Items

A proposal must contain responses to each of the items identified below:

1. Proposal Cover Page (see Attachment A)
2. Business Qualifications for Services (see Attachment B)
3. Proposer Qualification (no more than two pages)
4. Executive Summary (no more than one page)
5. Eligibility/Qualification Section
6. Program Narrative (no more than five pages)
7. Budget Section (one page)
8. Agency References

X. SPECIFIC PROPOSAL REQUIREMENTS

Proposal Cover Page

Complete Proposal Cover Page (see Attachment A) and attach it to the top of the proposal packet submitted.

Business Qualifications for Services

Complete Business Qualifications for Services Page (see Attachment B) and attach it under the completed Proposal Cover Page.

Proposer Qualifications

1. Proposer must have the ability to contract with King County for service delivery. It is not necessary to have a current or existing contract.
2. Proposer must be able to demonstrate fiscal viability as an individual or organization.

3. Proposer must be able to communicate with and transmit data electronically to King County Developmental Disabilities Division.

Executive Summary (no more than one page)

Provide a summary of the overall proposal, including the target population and a brief description of the proposed activities and expected outcomes.

Eligibility/Qualification Section (organize responses in this section in the same order as outlined below)

1. Describe the proposer's history and experience in working with the business community in developing employment opportunities for persons with developmental disabilities.
2. Describe the proposer's experience working with provider agencies in providing technical assistance to businesses which may be interested in employing persons with developmental disabilities.
3. Describe the proposer's experience and knowledge of working with provider agencies in supporting individuals with developmental disabilities in employment.
4. Describe the proposer's experience with developing experiences for individuals with developmental disabilities that help in their search for employment.
5. Describe the proposer's organizational capacity to support professional staff who work independently on unique and innovative projects.
6. Describe the proposer's experience working with school districts, particularly in the area of transition services.
7. Provide a realistic timeline for the first year of the project, including activities and outcome goals.

Program Narrative (up to five pages)

1. Discuss the capability and experience of the applicant with similar projects. Demonstrate that the applicant has linkages to the populations of focus.
2. Describe how the applicant will work with Rotary District 5030 to implement and promote Partners for Work.
3. Describe how the applicant will work with provider agencies to ensure involvement when necessary.
4. Describe how the applicant will implement the principle of natural supports in the work place.
5. Briefly describe the overall design of the project.

Budget Section

1. Provide an annualized line item budget using the format outlined in Attachment C.
2. Provide a detailed budget narrative and justification.

Agency References

Provide a list with at least three references from other agencies that support the applicant's ability to do the work outlined in this RFP.

XI. RATING CRITERIA

All proposals that are received by the application deadline will be screened by KCDDD to determine whether the minimum requirements of this RFP have been met. All proposals that meet the screening criteria will be rated by a review panel.

A review panel selected by KCDDD will rate proposals submitted in accordance with the rules specified herein. The panel will evaluate the written proposals using the following criteria to rate the proposals:

Proposer has extensive experience working with the business community, provider agencies, and school districts to develop employment opportunities for people with developmental disabilities.	20 Points
Proposer has knowledge of implementing natural supports in the workplace.	20 Points
Feasibility and reasonableness of the project design and scope of work outlined in the proposal.	25 Points
Feasibility and reasonableness of timelines and outcome goals outlined in the proposal.	20 Points
Cost of the project in relation to the proposed work plan, timeline and scope of work to be performed.	15 Points
Total Possible	100 Points

At its option, KCDDD may elect to conduct interviews with the applicants scoring the highest on the written application. In the event that the interviews are conducted, a maximum of 25 additional points may be awarded based on the interviews.

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REQUEST FOR PROPOSALS



Department of Community and Human Services
Developmental Disabilities Division
206-263-9061 TTY Relay: 711

DATE ADVERTISED: July 19, 2010

RFP Title: **Partners for Work Project**

Requesting Dept/Division: **King County Department of Community and Human Services/Developmental Disabilities Division**

RFP Number: **002**

Due Date: **August 10, 2010 – no later than 2 P.M.**

Late applications will not be accepted. King County Code 4.16.025 prohibits the acceptance of any application after the time and date specified on the Request for Qualifications. There shall be no exceptions to this requirement.

SUBMIT COMPLETED APPLICATIONS TO:

King County Developmental Disabilities Division
Attn: Holly Woo
The Chinook Building, 5th Floor
401 Fifth Avenue, Suite 520
Seattle, WA 98104

APPLICANTS MUST COMPLETE AND SIGN THE FORM BELOW

Agency/Organization Name

Address

City/State/Zip Code

Authorized Representative/Title

Email

Phone

Fax

The applicant(s) have read and will comply with the terms and conditions of the King County "Standard Contract", including insurance requirements.

Yes ☐ No ☐

The applicant(s) certifies to the administrative and fiscal management capability and stability of the agency/organization to provide the services in accordance with the RFP.

Yes ☐ No ☐

This application is submitted by:

Applicant Signature

Title

Date

BUSINESS QUALIFICATIONS FOR SERVICES

The agency must be able to meet the qualifications listed below. The KCDDD reserves the right to review all documentation and verify information provided in this section.

I. Type of Agency

The agency is a legal entity eligible to conduct business in Washington State and has fulfilled all necessary requirements.

☐ Yes ☐ No

II. Fiscal Accountability

A. The agency maintains accounting procedures and control operations in accordance with general accepted accounting procedures.

☐ Yes ☐ No

B. The agency has a monitoring procedure in place to ensure expenditures do not exceed available authorized funding for clients served.

☐ Yes ☐ No

III. Insurance

Proof of insurance compliance is required of all contractors. Minimum insurance liability coverage standards shall be at the applicant's expense.

The agency maintains or can obtain insurance limits of no less than (check all that apply to organization):

A. ☐ General Liability: \$1,000,000 combined single limit per occurrence by bodily injury, personal injury, and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit.

B. ☐ Professional Liability, Errors, and Omissions: \$1,000,000 per claim and in the aggregate.

C. ☐ Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. Except if the transport of clients by agency personnel is involved, and then Risk Management will review the appropriate amount of coverage.

D. ☐ Workers' Compensation: Statutory requirements of the Washington State.

E. ☐ Stop Gap/Employers Liability: \$1,000,000.

PARTNERS FOR WORK PROJECT BUDGET

Expenditure	Budget Amount
Staff wages, benefits	
Office Support	
Printing/Publications	
Postage	
Transportation	
Other (please list)	
Administration	
Grand Total	